



CITY OF SEATTLE

Early Learning Coach

SALARY:	\$35.43 - \$41.26 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Classified Civil Service, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	Department of Education and Early Learning
BARGAINING UNIT:	Not Represented
CLOSING DATE:	Continuous

POSITION DESCRIPTION:

The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Seattle has created the Seattle Preschool Program, which is a pilot program that aims to create a universal high-quality prekindergarten education. Teachers need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. To ensure that we are providing teachers with the support they need, we need enthusiastic Early Learning Coaches to bring expert guidance, coaching, and training for our preschool and early learning programs.

Working within the Department of Education and Early Learning, you will work with administrators and teachers to align their goals with City and state priorities, ensuring a high-functioning Instructional Leadership Team. You will use your evaluation skills to conduct program and classroom observations and analyze the overall performance of teachers, individual learners, and the program as a whole. To make sure educators have the resources they need, you will provide on-site instructional and reflective coaching to teachers, providing guidance through new curriculum implementation and ensuring that positive outcomes are achieved for all children and programs by using culturally and linguistically appropriate services and anti-bias practices. You will be required to continuously review current research and pertinent literature, as well as complete continuing education. This position requires you to be innovative and work independently, but also to work within a team environment to ensure that performance standards and monitoring requirements are met.

Do you want to learn more about being part of this program? In this position:

Your top 3 priorities will be:

- Ensuring the coaching approach is implemented with fidelity
- Supporting teachers in improving classroom quality and instruction to achieve greater academic gains for children
- Creating in-service professional learning modules and protocols

Your day-to-day responsibilities will include:

- Provide continuous quality coaching, mentoring, training, and implementation of approved curriculum and research-based early learning best practices.
- Review, analyze, and interpret assessment data and support quality improvements for all preschool and early learning programs.
- Develop and implement professional development trainings for early childhood teachers, directors, and other staff.

- Facilitate inquiry groups of early learning professionals to inform teaching practices and curriculum implementation.
- Work with interdisciplinary and interdepartmental teams to coordinate health services, assessments, professional development, training, and coaching at all preschool and early learning sites.
- Develop and monitor contracts.
- Cross-train early education specialists on selected curriculum and assessments.
- Review state and federally required agency self-assessments and other documentation to develop quality improvement plans.
- Work with preschool programs to develop and monitor teacher professional development plans

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below required qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Master of Arts Degree in Early Childhood Education, Child Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Four years professional experience in early learning, including teaching, coaching, and/or training

OR

- Bachelor of Arts Degree in Early Childhood Education, Child Development, Human Development, or Teaching Credential with emphasis on Preschool through 3rd grade education
- Five years professional experience in early learning, including teaching, coaching, and/or training

As well as the following requirements:

- A valid driver's license
- Ability to pass a criminal background and education check
- Ability to be approved by the Washington State Trainer Approval System

DESIRED QUALIFICATIONS:

The most successful candidates will also possess:

- HighScope Preschool Curriculum Certification
- Classroom Assessment Scoring System certification (CLASS)
- Early Childhood Environmental Rating Scales certification
- Washington State MERIT-approved trainer
- Experience working with family child care providers

ADDITIONAL INFORMATION:

This position is classified as an Early Education Specialist, Senior and will require daily travel to coaching assignments in Seattle and cities that border Seattle.

DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

APPLICATION PROCESS:

To be considered for this position, you must submit your application, attaching **both** a cover letter and resume at <https://www.governmentjobs.com/careers/seattle/>. This job will be open until filled, with the first application review taking place at **4:00pm Pacific Time on Tuesday, March 6, 2018**. The Seattle Department of Education & Early Learning reserves the right to make a hiring decision at any point during this posting period. This position is open to all candidates that meet the minimum qualifications. The Department of Education & Early Learning values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions please contact Lindsey King at Lindsey.King@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2017-01705

<http://www.seattle.gov/jobs>
EARLY LEARNING COACH
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.
